

**RECORD OF PROCEEDINGS  
MINUTES OF THE KINGSTON TOWNSHIP BOARD  
OF TRUSTEES MEETING  
Monthly Board Meeting  
April 9, 2024 7:00 p.m.**

**The Kingston Township Board of Trustees meeting was called to order by Chairman M. Roy.**

**ROLL CALL:** M. Roy-yea; D. Willyerd-absent  
A. Willyerd-yea B. Cattrell-yea;  
B. Shively-yea D. Stites-yea;

**SPECIAL GUEST:** Doug Riedel-Delaware County Engineers Office  
John Hower- Rinehart Walters Danner Insurance

The First order of business was to swear in the Fiscal Officer for the new term of 4-1-2024 thru 4-1-2028. Chairman Matt Roy swore in Fiscal Officer Greg Roy.

**John Hower from Rinehart Walters Danner Insurance reviewed the 2024 insurance renewal for the Kingston Township insurance policy:**

**Motion by Shively, with a second by A. Willyerd to renew the policy as reviewed and presented for the policy year 4-3-2024 to 4-3-2025. Vote: Shively-yea; M. Roy-yea; and A. Willyerd-yea.**

**MINUTES:** The Minutes for the March 5, 2024 meeting was presented and reviewed by the trustees. A motion to approve the Minutes as submitted was made by M. Roy, with a second by Shively. Vote: A. Willyerd-yea; M. Roy-yea; and Shively-yea.

The Minutes for the March 12, 2024 “Special Meeting” was presented and reviewed by the trustees. A motion to approve the Minutes as submitted was made by Shively, with a second by A. Willyerd. Vote: Shively-yea; A. Willyerd-yea; and M. Roy-yea.

**FINANCE:** Bank Reconciliations- March 2024 balanced

Board reports distributed prior to meeting:

Cash Flow Summary by Fund  
Monthly Payment Summary for March 2024

Motion to approve the finance report as presented by the Fiscal Officer was made by Shively with a second by A. Willyerd. Vote: Shively-yea; M. Roy-yea; and A. Willyerd-yea.

**OLD BUSINESS:**

- Picnic Shelter tables were delivered and are being stored in the maintenance building
- Discussed plans for the old township building (9899 St. Rt. 521)
  - Former trustee Akers working with individual to complete the repairs on the building.
- Employee Handbook discussed the few changes and need final approval so that it can be presented to all employees of Kingston Township
- Discussed hiring a part-time cleaning person for Kingston Township

**NEW BUSINESS:** Trustees are invited to attend a “Special Meeting” with other township representatives and staff of the Delaware County Regional Planning Commission to discuss policies and procedures with Regional Planning.

**COMMUNITY CONNECTIONS COMMITTEE:**

- Presented minutes from the March 5, 2024 meeting.
- Discussed the community cleanup which will be held on April 20<sup>th</sup> and 21<sup>st</sup>.
- Received a letter of resignation from the Community Connections chairman Joyce Bourgault, and Vice-chair, Louis Douce.
  - Resignation from both individuals withdrawn until they can meet with trustee Shively.

**KINGSTON TOWNSHIP STRATEGIC PLANNING COMMITTEE (KTSPC)**  
**Meeting to be held on April 18, 2024**

**PORTER-KINGSTON FIRE DISTRICT:** Report given by Shively.

**PUBLIC INPUT-** (3) Individuals submitted request to speak, with 1 withdrawn

- Items of discussion were
  - Displeased with new procedures on public input (letter submitted)
  - Continued flooding on Todd Street (exhibits presented to the trustees)

**ROADS:**

Report given by M. Roy

Motion by Shively was made to approve \$1,800.00 to Advantage Ag to repair township tractor for needed repairs. Second by M. Roy. Vote: M. Roy-yea; Shively-yea; and A. Willyerd-yea.

Discussed possible fuel problems with fuel tanks owned by township. trustee M. Roy will reach out to fuel supplier to see if tanks can be replaced or cleaned.

Approved Request for Engineering for Blue Church Road and Todd Street

Discussed budget planning for new tractor and road mowing equipment in the next few years.

Discussed the job description for the full-time road superintendent and employee performance review

Outstanding Projects; Berming township roads

D. Riedel from the Delaware County Engineers office discussed :

Clark road grader patching

With berm

Without berm

Motion by Shively was made to approve estimate of \$33,277.17 for 2024 road improvements on Clark road with berm. Second by M. Roy. Vote: A. Willyerd-yea; Shively-yea; and M. Roy-yea.

JA Construction Mastic One Patching

Request for Engineering for

Blue Church

Rosecrans

North Blue Church

**CEMETERY** – Stark Cemetery project still on list to be completed.

Foundations need repaired

**ZONING UPDATE:** Report given by Zoning department:

Cattrell/Stites gave the zoning report on the activity in March.

Requested to add an additional alternate to the Kingston Township Zoning Commission Committee.

Motion by Shively was made to proceed with the process and present candidates at the next meeting. Second by A. Willyerd. Vote: A. Willyerd-yea; Shively-yea; and M. Roy-yea.

Discussed the outstanding complaint on resident in the area of 3300 St. Rt. 61

**OTHER BUSINESS:**

Farmland Lease Agreement has been prepared and will be presented for signatures.

With no further business, a motion by M. Roy was made to  
Adjourn the meeting until Tuesday May 7, 2024. Second by A. Willyerd.  
Vote: M. Roy-yea; Shively-yea; and A. Willyerd-yea.

Minutes approved this 7th day of May 2024.

Chairman M.Roy \_\_\_\_\_

Vice-Chairperson A. Willyerd: Angela Willyerd

Trustee Shively: William J. Smith

Fiscal Officer Roy [Signature]